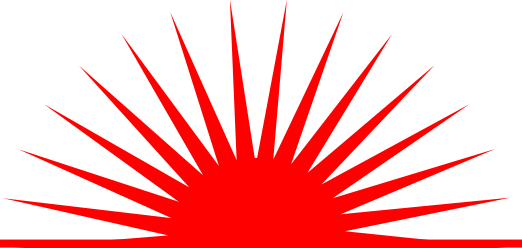




State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Special Education Monitoring Alert



August 2004

Alert to Special Education Directors

Districts' statewide compliance in procedural safeguards fell below the acceptable level of 80% in 2004 for the first time in three years. The primary cause can be found in the items below. These are not hard to fix and most simply require ensuring you have the documentation. Let's reverse the trend for 2005.

Procedural Safeguards

- Maintain a list of types and location of records – Be able to produce the list for the ESS monitoring team. (68% compliance)
- Verify that the confidentiality notice has been provided to parents annually (every year) – Be able to document that the notice has been sent. (73% compliance)
- Make sure IEP meeting notices are completely filled out – especially the transition requirements. Be sure your form has a place to indicate the procedural safeguards notice is attached to the meeting notice. Download the most recent version off the ADE/ESS website. (68% compliance)
- Train staff to fill out the prior written notice completely – Do not allow the use of “not applicable”. More information is always better than not enough on a PWN. (40% compliance)
- Maintain documentation that parents of special education students (who have been suspended for more than 10 days) were notified of the suspension on the same day the decision was made. Make sure you can produce documentation for the ESS monitoring team. (40% compliance)
- Have school staff involved in any disciplinary actions review the policies and procedures related to suspension of special education students. Make sure this happens annually and maintain documentation that it happened. (62% compliance)
- Ensure that you provide FAPE for any student suspended for longer than 10 days during the school year. (57% compliance)

If you need assistance in these areas, contact your ADE/ESS specialist at (602) 542-4013.

